

Viewing a Summary Class List

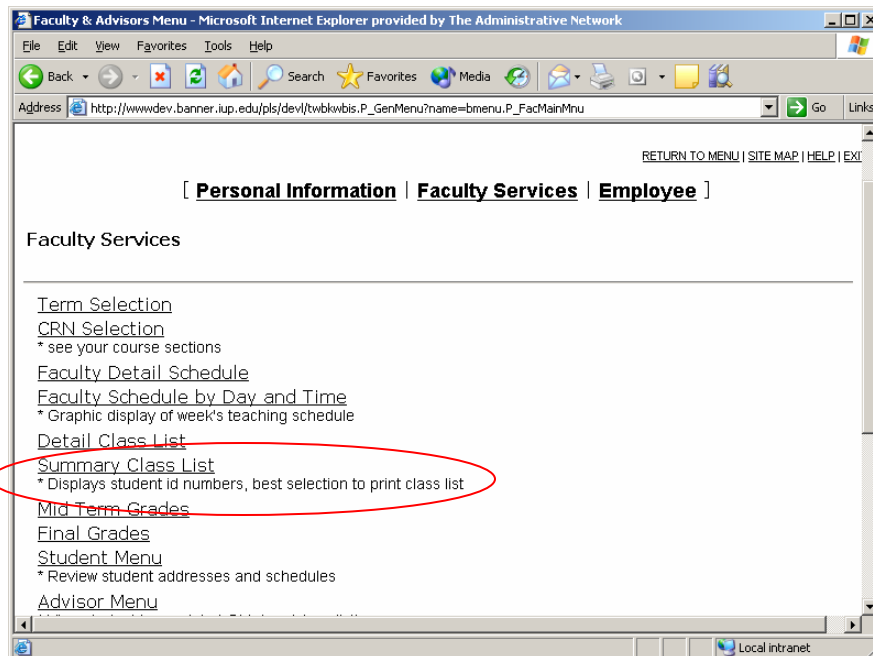
Faculty members can view a Summary Class List for sections which they are listed as the instructor. The List provides the following information for all students in the course.

Student Name – Banner ID – Registration Status – Level – Number of Credits

Midterm Grade – Final Grade – Grade Detail

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) The student has more than one major or department in his/her primary or secondary curriculum. 2) The student has a program, level, college, or degree in the secondary curriculum that is different from that in his/her primary curriculum.

If the word Confidential appears next to a student's name, the personal information is to be kept confidential.



After logging in to the secure area on URSA,

- Select **Faculty & Advisors**.
- From the menu, select **Detail Class List**.
- **Select a Term** (i.e. Fall 2004) from the drop-down menu.

- Choose the **CRN** of the course in which you wish to view the list.
- Click on **Submit**.

Course Information

Oceans & Atmospheres - GEOS 103 002	
CRN:	30030
Duration:	Jul 12, 2004 - Aug 12, 2004
Status:	Open

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	36	13	23
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	Bowser, Lindsay R.		6 Web Add	Undergraduate	3.000	Enter	Enter	
2	Brunck, Christina		8 Web Add	Undergraduate	3.000	Enter	Enter	

The Summary Class List can be printed by selecting **Print** from the drop-down **File** menu.